

# Memorandum

District Directors

Date: October 25, 1985

File :

From : **DEPARTMENT OF TRANSPORTATION** - Division of Project Development  
Office of Landscape Architecture

Subject: Procedures and Responsibilities for Preparation of PS&E Work for Mechanical and Electrical Work on Highway Planting and Roadside Rest Area Project Plans.

## PURPOSE

To comply with Senate Bill No. 2127, L. Greene, (attached) . establishing signatory requirements for mechanical, electrical and sanitary engineering work by persons employed by the State. To address these requirements and to establish procedures for submittal of work requests to the Office of Structure Design for Landscape and Roadside Rest related work. Also, to provide electrical service connection arrangements in a timely manner to avoid construction delays.

## BACKGROUND

Currently, mechanical and electrical work for highway planting and roadside rest projects have been processed by the districts, the Headquarters Office of Landscape Architecture, or the Office of Structure Design; Electrical, Mechanical, Sanitary (OSD,EMS) Branch.

Senate Bill 2127, L. Greene, has amended Sections 6730, 6735, and 6763.5 of, and added Section 6730.2 to, the Business and Professions Code. This legislation now requires that the practice of mechanical, electrical and sanitary engineering by persons employed by the State of California, shall be by persons registered in accordance with the Professional Engineers Act or a subordinate under the direct supervision of a person so registered (see exception under Section 6730.2).

As a result of this legislation, Headquarters and District Landscape Architects will no longer accept the responsibility for such work shown on Landscape Architectural or Roadside Rest plans.

## PROCEDURE

### 1) Work Schedules

Prior to starting preliminary design work, the District Landscape Architect shall coordinate the areas of responsibility with the District Electrical Section and the OSD,EMS Branch. Coordination, when roadside rests or booster pumps are involved, should begin during the project report stage. When the landscape plans require electrical work to be designed by the OSD,EMS Branch, the District shall submit a memorandum to the OSD,EMS Branch Chief, outlining the scope of work, PS&E date to the District, and shall include a preliminary data sheet indicating the design conditions and requirements (see attached data sheet).

Requests for PS&E work shall be scheduled to allow adequate lead time to accomplish the necessary engineering and design requirements. Minimum lead times for OSD,EMS Branch work should generally meet the following schedule:

- Controller service connections - two months
- Mechanical elect., i.e., booster pumps and well pumps - three months
- M&E design requiring architectural elements - four months
- Roadside rest work - on an individual basis

### 2) Areas of Responsibility

All electrical work included on landscape architectural plans and specifications, except voltages below 40 volts, and all mechanical and sanitary engineering work included on landscape architectural plans and specifications shall be under the direction of a person in legal authority or responsible charge of that work.

When landscape architectural plans require electrical/mechanical work or coordination of work with other electrical plans such as with highway construction projects the following guide for areas of responsibility shall be followed:

- a. If pumps are involved, the responsible unit shall be the OSD,EMS Branch.

- c. When roadside rest area electrical/mechanical work is the responsibility of OSD,EMS Branch, all electrical work, including ramp and parking area lighting, shall be the responsibility of the OSD,EMS Branch.
- d. When OSD,EMS Branch is the responsible unit, the District shall assist in obtaining the necessary service points.

3) Signatures

The responsible units have signatory responsibility for their work. When plans are prepared by a registered engineer or their subordinate under his/her direction, they shall be signed by the appropriate titled registrant. In addition to their signature, the registrant shall indicate his/her registration number and his/her titled authority. When the responsible person is not registered, as permitted under Section 6730.2 of SB 2127, the signature block shall indicate that the signer has accepted responsibility for the electrical, mechanical or sanitary engineering work shown on the plans.

4) Service Connections

Arrangements for service connections shall be the responsibility of the District. The District shall schedule the arrangement of service connections as outlined in J. T. Kassel's memo, "Instructions for Implementing Early Installation of Utilities (water, electrical, gas, and etc.) for Construction Projects," dated June 27, 1985 (attached).

5) Inspection

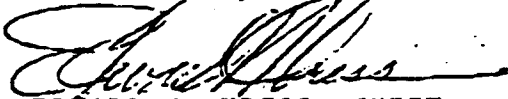
All submittals required for work designed by the OSD,EMS Branch shall be forwarded by the Resident Engineer to the OSD,EMS Branch for review and approval.

Prior to acceptance of electrical or mechanical work designed by OSD,EMS Branch, the Resident Engineer shall request a field inspection and a Form H-80-C 53, "Material Inspected and Released on the Job" (copy attached) from the responsible Headquarters function.

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EFFECTIVE DATE

Senate Bill 2127 covering signatory responsibilities was signed into law September 25, 1984 and became effective January 1, 1985.



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APPROVED:

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